

**PLEASE TYPE OR PRINT CLEARLY****ATTACH ADDITIONAL SHEETS AS NECESSARY**

ARTIST

ACCESSION NO \_\_\_\_\_

TITLE OF WORK

**MEDIUM AND TECHNIQUE (Supply brand names of materials when possible)**

- A. Principal materials used in fabrication. Describe in detail (i.e. specific metal, brand name, source or manufacturer, etc.):
- B. If applicable, describe any electrical components used, their operation and supplier (include diagrams with demand as necessary):
- C. Other materials used (screws, nails, glue, armatures, etc.):
- D. Welding or jointing method:
- E. Welding rod alloy or joint material
- F. Casting alloy, wax body, glass or fiber type
- G. Preliminary work methods (i.e. drawings, models, etc):
- H. Equipment used in construction:
- I. Final technique or construction method (i.e. cast, welded, carved, modeled, thrown, assembled, etc. - attach fabrication drawings)

If the work has been cast, specify how many have been and/or will be produced:

- J. Describe how the final surface/patina was achieved (glaze, paint color and type, sanding grit, tool pattern, patina, surface sealer)

Protective coating:

Method of application:

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**INSTALLATION**

A. Are there any special installation considerations (i.e. viewing height, measured distance from relative objects, etc)?

B. If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly (provide photograph or sketch):

C. Foundation installation structure (include bolt/pin size, grout, dimension, material, reinforcing material, etc.)

D. Can the work be exhibited out of doors?                      Yes                      No

E. Packing/shipping instructions

**EXTERNAL FACTORS**

Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures that should be taken. Detail any cautions regarding the following:

- Weather: direct sunlight, extremes of annual rain or snowfall, temperature, air moisture or dryness, acidity of rainfall, flooding, wind,
- Environmental: vibrations, air pollutants, vehicular and or pedestrian traffic,
- Animal interaction with artwork (potential for nesting, droppings, etc.);
- Human interaction with artwork (touching, sitting, climbing, vandalism)

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**DESIRED APPEARANCE**

- A. Describe in specific terms and, if necessary, with drawings or photographs, the physical qualities for which the agency should strive in order to maintain the artist's intent (e.g., matte rather than glossy luster, color of patina):
- B. What may be acceptable in form, surface, texture, coloration as related to natural aging of materials?
- C. If the work is site-specific, describe in detail the particular relationship of the work to its site, including any significant physical aspects of the site which, if altered, would significantly alter the intended meaning and/or appearance of the work:

**MAINTENANCE/CONSERVATION INSTRUCTIONS**

Provide detailed instructions about the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques):

- A. Routine maintenance (e.g. removal of dust, dirt; maintenance of protective surfaces; tightening, adjusting, oiling; etc.):
- B. Cyclical maintenance (less frequent and more extensive preventative measures: e.g. disassembly and inspection; reapplication of protective sealers; repainting; etc.)